

Deeper Roots

De Pere Affordable Housing Stock Improvement Loan Program



Process Checklist for De Pere City Staff

Name of applicant(s): _____
Application received: Yes _____ Date _____
Requested loan amount: \$ _____

Improvements to be made:

Presence of subordinate mortgage Yes _____ Date _____
Documentation of all existing mortgages provided Yes _____ Date _____
Note and mortgage with consent to special charge and severability clause Yes _____ Date _____

Application reviewed:
City staff review: Yes _____ Date _____
Building Inspection Division review: Yes _____ Date _____

Certification of housing affordability: Yes _____ Date _____

Private Financial loan granted: No _____ Yes _____ Date _____

Amount: \$ _____
Receipt of \$ _____ processing fee: Yes _____ Date _____

Construction starts (within 30 days of loan grant award): Yes _____ Date _____
Project Update on improvement work: Yes _____ Date _____
Completion of improvement work: Yes _____ Date _____
(within 365 days of start of
construction)

Inspection of improvement work by City Inspector Yes _____ Date _____

Inspector Signature _____

Verification that improvements made are consistent with improvements approved at time of loan award
Yes _____ Date _____

Loan funds distributed? Yes _____ Date _____

Applicant lived in for ____ years after improvements are made (tax returns):
Yes _____ Date _____

Pay back loan amount? \$ _____